Women's Peace and Humanitarian Fund
Call for Proposals in Bangladesh

Please find below the list of questions that have been asked during the public information session hosted by the Women's Peace and Humanitarian Fund (WPHF) in collaboration with the UN Women Country Office on 21st of June 2022, related to the Call for Proposals in Bangladesh to promote the socio-economic recovery, leadership and political participation of forcibly displaced women and young women in crisis and humanitarian contexts. Some other frequently asked questions have been also added to the list below.

Questions collected during the Information Session:

1. **Can an organization apply for both funding streams?**
   Yes, an organization can apply for programmatic funding AND/OR for institutional funding. Please note that organizations can only be funded once for each per stream, either as lead or as co-implementing partner. Organizations who apply for both streams need to submit 2 application packages (with two separate emails) based on the specific requirements and the related templates.

2. **Which date should be inserted under "start date" in the proposal template?**
   Selected projects are expected start in a few months (approximately 2-3 months from now). The maximum duration of projects is 2 years and there is no minimum duration.

3. **Can programmatic funding be used to pay the salary of an organization's staff?**
   The programmatic funding stream is strictly to implement programmatic activities, that is, projects promoting social and economic recovery, participation and leadership of women and young women in forced displacement (WPHF Outcome 6). Please note that a project proposal funded under the programmatic funding stream should also budget for staff and personnel cost (Annex B has a specific budget category for this kind of costs). However, the budget under the programmatic funding stream is to be used in large proportion for programmatic activities.

4. **Is it possible for International non-governmental Organisations (INGOs) to participate in the project as a co-implementing partner/consortium partners?**
   No. INGOs are not eligible to apply as co-implementing or consortium partners.

5. **How many grants will be awarded through this call for proposals? Is there a maximum number of grants awarded for each stream?**
   There is no fixed number of total grants awarded nor a maximum amount per each stream. The number of grants awarded will be decided by a National Steering Committee (including UN agencies, WPHF government donor representatives and civil society organizations) and is dependent on the total budget allocated for the Call for Proposals. An organization (lead applicant or co-implementing partner) can submit one application per stream: one for institutional funding AND/OR one application for programmatic funding.

6. **Will it be possible to implement the economic activities in camps?**
   In Bangladesh, there are government restrictions on direct livelihood activities, but we there is room to implement activities aimed at self-reliance. The activities should aim at and be framed as self-reliance of beneficiaries.

Please note that at page 7 of the Call for Proposals, there is a non-exhaustive list of suggested themes that may be proposed. However, please consider that these may need to be adapted to the local context and/or any restrictions there might be, and all grantees are encouraged to make additional suggestions that are in line with the objectives of the Call for Proposals.

7. **Can private organizations be part of the proposal as a co-applicant?**
   No. Private sector organizations, government agencies or state institutions, universities, research institutes, and education institutions are not eligible to apply.

8. **Will the record of this session be shared later?**
   Yes, it will be published on the WPHF webpage.

9. **Is there any minimum or maximum number of beneficiaries?**
   No. There is no minimum nor a maximum number of beneficiaries to be targeted.

10. **What is the percentage of indirect cost?**
    Indirect support costs should not exceed 7% of the total budget categories 1-7 of the Annex B.

11. **My organization is youth-focused, but we are working in other fields like SGBV, SRHR, women's protection, and others. As an NGO, we are based in Chittagong, Bangladesh, are we still illegible to submit the proposal?**
    To be eligible, an organisation must be a national, regional, or local grassroots, women and young women led, or women's rights, and civil society organization with a proven track record working with displaced women, and young women. The lead organization will have to provide proof of legal registration in the country (Bangladesh) to be eligible. The rule of the legal registration only applies to the lead applicant, not to co-implementing partners or consortium partners. We encourage organizations that are not legally registered with the national authority in the country to apply in consortiums with an organization that has legal registration in the country. For the programmatic funding stream, the projects shall be implemented in Cox's Bazar (Teknaf, Ukhiya and Cox's Bazar Sadar sub-districts). The project proposals implemented outside of this geographical focus will not be considered.

12. **Is there any template for the budgeting?**
    Annex B is the budget template that all applicants must fill in to apply. Annex B must be submitted as part of the application package.

13. **Should the project title be the same in both streams of proposals, or can it be different?**
    It may be the same, but we highly recommend that project titles are different because objectives and outcomes for projects under stream 1 and stream 2 are different. The institutional funding stream is focused on reinforcing the institutional capacity of your organization, while the programmatic funding stream, is focused on funding programmatic activities linked to WPHF Outcome 6.

14. **For Funding Stream 1 (institutional funding), an organisation can propose to pay for staff, capacity building, etc. For Stream 2 (programmatic funding), has the organization any option to budget for staff, salary, etc?**

Yes. In in application template under Annex B, which is the budget per category, there is a specific line that is called "staff and other personnel costs". There the organization will have to indicate the exact amount for staff and personnel costs.

15. **Is there only a focus on the Rohingya refugees or can the host communities also be included in the programmatic proposal?**
The call for proposal is focused on forced displacement and the proposed project should target displaced women and girls in the target locations in Bangladesh indicated in the Call for Proposals. These must be the majority of the targeted group but other populations, such as beneficiaries' family members or the host community can be included.

16. **Can we work with both the Rohingya community and the local community? Is there a ratio that we can work with, for instance, 50% beneficiaries from the Rohingya community and 50% from the local community?**
There is no exact ratio. As long as the displaced women and young women in target locations are the majority of the beneficiaries, other populations such as host and local communities may be included in the project.

17. **In the context of Bangladesh, refugees cannot participate in political activities, either men or women. What should we do about if Rohingya women and girls are not entitled to participate politically?**
This Call for Proposals aims to promote the socio-economic recovery, participation and leadership of women and young women in forced displacement. Organisations should propose a project that address local needs, is fit for the specific context and is in line with local/state regulations. There is no fix set of activities that would be considered and organisations are encouraged to make suggestions that are in line with the specific context and Call for Proposals objectives.

18. **What do we mean by displaced population? What is the exact definition of displaced women?**
Under this Call for Proposals, the term displaced person refers to people who have been forcibly displaced from Myanmar to Bangladesh because of ethnic conflict. This can be a woman who is displaced by the conflict or by the humanitarian crisis. Please read section 2 of the Call for Proposals text which provides a detailed description of the country context linked to this Call for Proposals.

19. **I am from a refugee camp in Bangladesh. We have 400 women networks across the camp. Our organization cannot get legal registration because of the current government restrictions. So how can we be involved with this project?**
We encourage your organisation to apply under the programmatic funding stream with another organization that is legally registered, which would then be the lead applicant of the joint project proposal. This way, your organisation would be a co-implementing partner and will not have to submit a proof of legal registration.
Consortiums/joint projects with other local civil society organizations are encouraged. For joint projects, only the lead organization is required to meet the eligibility criteria. For joint projects, the roles and responsibilities of each organization must be clearly detailed within the application template.

20. **Is it acceptable to propose to implement the project in only two sub-districts, rather than all three?**

You can apply for one or all target areas that are mentioned in the Call for Proposals. It is not mandatory to apply for all of them.

21. **If an organization is not a women-led organization, can they apply?**
    Yes, the organization does not have to be women-led to apply.
    National, regional or local/grassroots women or young women-led, women's rights, youth-focused, feminist, or civil society organizations with a proven track record of working with displaced women and young women are eligible to apply.
    Under both streams (programmatic and institutional), organizations led by women are encouraged to apply but it is not a requirement. If you are a women-led organisation, please indicate it in you project proposal (page 1 of the proposal template).

22. **Which legal documents are required for this call for proposals?**
    The lead applicant must be legally registered as an organisation in the country, namely it must have legal status with the competent national authority in Bangladesh and must submit a proof of legal registration with the application package. Note that articles of incorporation are not proof of legal status.

23. **If an organization wants to apply for both streams, shall it submit all required documents?**
    An organization can apply for programmatic funding AND/OR for institutional funding. However, organizations can only be funded for one project per each stream, either as a lead or as co-implementing partner. Organizations who apply for both streams need to submit 2 application packages (with two separate emails) based on the specific requirements and the related templates.

24. **Can private sector entities, such as regional women chambers of commerce and industry, apply as co-implementing partners?**
    No.

25. **What are the criteria for the targeted populations of this Call for Proposals?**
    The beneficiaries of projects under this Call for Proposals should be forcibly of women and young women in forced displacement (refugees, internally displaced people, asylum seekers) in Cox's Bazar. Other populations such as host communities or displaced women's family members, may also be included in the project.

26. **Can the same organization apply as lead applicant and be part of another application a as a co-implementing partner?**
    Yes. However, please note that an organisation can apply only once for Stream 1 and once for Stream 2, either as a lead applicant or co-implementing partner. It is not possible for an organisation to be selected for two projects under the same funding stream.

27. **Government has circular that 30% fund should be kept for host community. Should the applicant take this into consideration when preparing the application?**
    Yes, local authorities' rules and regulations shall be considered. Each applicant may decide the number and/or percentage of target beneficiaries from the host community, as long as the focus of the intervention is on displaced women and girls.

28. **If we are applying to programmatic funding, is it still necessary to describe the part VII Capacity building of CSOs in the application template?**
If your project under programmatic funding is building capacity of local women's organizations/CSOs, yes. If so, please describe what capacity building initiatives will be carried out and the plan for doing so in section VII of the proposal template. Outputs and activities in Annex A: Results Framework should also reflect this plan.
If there is no capacity building with local women's organizations/CSO, state this in section VII.

29. **Could you please explain what outcome and indicators we should submit?**
Depending on whether you apply for Stream 1 or Stream 2, your outcome, outputs, results, and indicators will be different. For specific information on how to design your results framework, including required impact statements and indicators, please refer to the WPHF tip sheets for Indicator Tip Sheet Impact Area 1 (Stream 1) and Indicator Tip Sheet Impact Area 6 (Stream 2), respectively.

30. **What kind of activities are preferred? Empowerment and livelihoods, advocacy, study, and research?**
There are no preferred activities as long as proposal align with the Call for Proposals objectives. Under institutional funding (Stream 1), projects may include (but do not necessarily have to) activities such as covering utilities, rental, staff salaries, staff equipment or devices, capacity building activities, developing new organisational policies or procedures for the organization to better respond to the needs and emergencies, among others. Tip Sheets and indicators with examples can be found under the following link: Indicator Tip Sheet Impact Area 1.
Under programmatic funding (stream 2), projects aimed at socio-economic recovery of forcibly displaced women and young women can (but do not necessarily have to) include activities, such as business, entrepreneurial and apprenticeship trainings for women, among others. Please consult the Tip Sheet for examples and indicators: Indicator Indicator Tip Sheet Impact Area 6

31. **Do I understand correctly that organizations applying for Stream 2 (programmatic funding) cannot include any kind of salary/personnel cost or another relevant cost in the proposal?**
No, this incorrect. Organizations applying for funding under stream 2 should fill in Annex B of the project document proposal and indicate budget amounts for all categories, including category 1 staff and personal cost. The project document proposal template for Stream 2 (programmatic funding) can be found on the WPHF website.

32. **Normally, the currency of transactions in Bangladesh is BDT for NGOs. Is it acceptable to submit a budget showing both BDT and the calculated USD value? If yes, could you please share the UN exchange rate to use for budgeting purposes?**
Please provide only the USD value in your project proposal. However, if you are selected, you will receive funds in the local currency from UN Women Bangladesh.

33. **Normally, in the Bangladeshi NGO sector, there is a culture of giving 1 month's salary per year as a festival allowance to the staff members. Hence, can we consider 13 months' salary for the staff members? Or can we calculate the rate as (monthly rate*13/12)?**
If you want to give staff a festival allowance, you will have to budget for that, and it is up to your discretion as to how you would like to arrange for this. A festival allowance would be part of your budget for staff and other personnel cost.

34. **Should the budget of the lead NGO/CSO consider the indirect management costs of the co-implementing partner as one of the operational budgets?**
The lead organisation shall insert the budget to be released to co-implementing partners in the budget category 6, called "Transfers and Grants to Counterparts", of the Annex B of the project proposal template.
If your organisation does not have co-implementing partners, you will leave budget category 6 blank.

35. **If an organization is focused both on women's rights and youth, shall we indicate only one focus or can we include both focuses?**
We encourage you to indicate both focuses in the project document template on the first page by checking the respective boxes or by providing other information in the box "other".

36. **Is there a limit for words and character in the application template?**
The completed project document template should be maximum 7-10 pages excluding annexes. For the summary of your proposal, please try to stick to two paragraphs (max. 400 words).